

The following list of questions is intended for use as a job aid to determine whether the facility's security personnel and procedures are in keeping with the provisions of the Maritime Transportation Security Act, SOLAS Chapter XI-2, and the International Ship and Port Facility Code Parts A and B. This list is by no means a complete listing of appropriate questions, but is provided as an example of appropriate questions to determine that personnel are properly trained and that meaningful security procedures are in place.

To the Facility Security Officer:

What do you do if there is a security breach? Or security threat?
How does the security alert system work? What happens if the security alert system is activated?
What are the facility's restricted areas? How do you restrict access to these areas?
How often is the security equipment calibrated? Ask to see records.
How do you coordinate security activities with vessels moored to the facility?
When would you limit ship to shore access to only one access point?
How often do you audit security activities? How do you audit a security activity? Ask for an example. Also ask to see records.
Do you have any active Declarations of Security? And with whom?
Do you maintain a file of DoSs for the required period of time?
How often do you hold security drills, training, or exercises? When was the last time you conducted a security drill, training session, or exercise? Ask to see associated records.
How do you report security breaches or incidents? Ask to see records.
What do you do if someone tries to bring an unauthorized weapon on board the facility? Dangerous substance? Device?
How do you prevent unauthorized persons from coming onto the facility?
Who are assigned security duties?
When was the last time the FSP was reviewed? Was it updated or changed? Was the COTP or CG District Commander notified? Ask to see records of changes/updates.
What do you do to search persons and their belongings when they come on board the facility?
What are your procedures to search unaccompanied baggage? How do these become more rigorous if security level increases?
How do you monitor the security of the facility when loading or unloading a vessel?
Do you have procedures in place to bring on board additional security personnel? Describe.
Do you have procedures in place to ensure security for cargo handling? Describe.
How do you safeguard the Facility Security Plan and other Sensitive Security Information?

To personnel having security responsibilities:

Who is the Vessel Security Officer? Do you have 24/7 contact information for this person? Ask to see information.
What do you do if there is a security breach? Or security threat?
How does the security alert system work? What happens if the security alert system is activated? What are your particular duties if it is activated?
Where are the facility's restricted areas? How do restrict access to these areas?
When was the last time you participated in a security drill, training session, or exercise?
How do you report security breaches or incidents?
What do you do if someone tries to bring an unauthorized weapon on board the facility? Dangerous substance? Device?
How do you prevent unauthorized persons from coming on board?
What do you do to search persons and their belongings when they come on board?
What are your procedures to search unaccompanied baggage?
How do you monitor the security of the facility when loading or unloading a vessel?

To personnel not having security responsibilities:

Who is the Facility Security Officer?

What do you do if there is a security breach? Or security threat?